Washington State Department of Commerce

Benefits Verification System HEN Grantee/Sub Training

October 2011



What is the Benefits Verification System?

 The DSHS Benefits Verification System (BVS) is a web-based database.

 Authorized users can review basic information about clients receiving DSHS benefits.

 For the HEN Grant, authorized users can verify client eligibility.



BVS Features

Defaults to 3 months worth of client information

Is Point-in-Time, updates hourly

Keeps a history of your latest searches

Fast and Easy



Requesting BVS Access

- Consider your business need (which staff need access) for the BVS database for verifying HEN client eligibility
- HEN Grantees/sub grantees must provide Commerce User information AND sign the Notice of Nondisclosure
- DSHS assigns User names and Passwords



Your User Name and Password

DSHS will send you a User Name and Email like this:

From: ACES Security [mailto:acessec@dshs.wa.gov] Sent: Wednesday, September 19, 2010 11:06 AM

To: Janie Blue

Subject: DSHS Benefits Verification System

Janie Blue

Your new password for the DSHS Benefits Verification System (BVS) is:

6lkr9l@x

Use your email address (blujan@dshs.wa.gov) as your log-in user name.

You can change your password after you log in by clicking the 'myAccount' link located near the top-right corner of the program.

If you have questions about this e-mail message, please contact your supervisor or the DSHS program administrator at acessec@dshs.wa.gov.

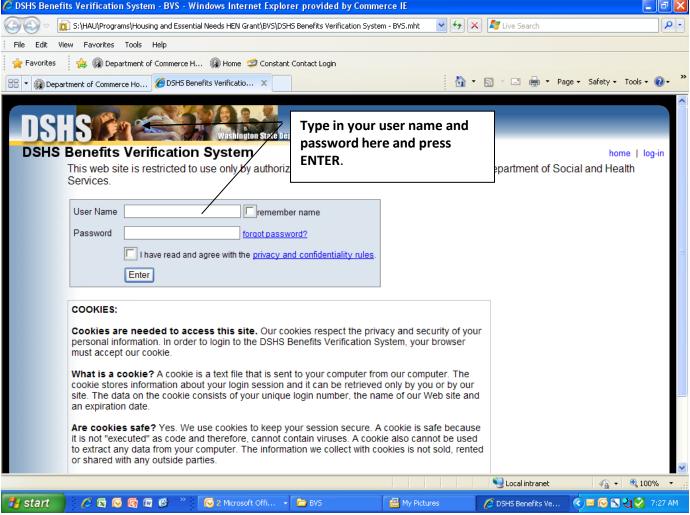


I'm in BVS, now what?

- To check and see if a client is HEN eligible, you need to type in their name and social security number or their DSHS client ID number.
- Remember the client must sign a BVS Consent
 Form before you conduct the search (Form located on at www.commerce.wa.gov/hen)
- If a client refuses to sign the BVS Consent Form
 you may call your local CSO to confirm eligibility –
 document the call in the client folder.



BVS Home Screen





Example of HEN elig

Type in name and SSN OR DSHS client number and click enter

home | search | help | myAccount | log-out



DSHS Benefits Verification System home | Psearch | help | admin | audit | myAccount | log-out Logged in: Andrew Nord (nordaj@dshs.wa.gov Please log-out when done ♣ Print this Page Your Search Request Search By 9/16/2011 11:09:31 (nordaj@dshs.wa.gov) Last Name First Name DSHS Client ID Months Requested DSHS Results: Housing and Essential Needs (HEN) Eligibility number of months: 7 September 2011 Client: JOHNSON JANE J 042 - King North CSO Housing & Essential Needs (HEN) Eligible = YES * August 2011 Client: JOHNSON, JANE J 042 - King North CSO Housing & Essential Needs (HEN) Eligible = NO July 2011 Client: JOHNSON, JANE J 042 - King North CSO Housing & Essential Needs (HEN) Eligible = NO June 2011 Client: JOHNSON, JANE J 042 - King North CSO Housing & Essential Needs (HEN) Eligible = YES * May 2011 Client: JOHNSON, JANE J 042 - King North CSO Housing & Essential Needs (HEN) Eligible = Unknown April 2011 Client: JOHNSON, JANE J 042 - King North CSO Housing & Essential Needs (HEN) Eligible = YES * March 2011 Client: JOHNSON, JANE J 042 - King North CSO Housing & Essential Needs (HEN) Eligible = YES * This individual is potentially eligible for Housing and Essential Needs assistance. Eligibility for Housing and Essential Needs is determined by local grantees following guidelines established by . Access or use this confidential information for any reason other than the purpose in your agreement with DSHS . Keep this information in such a way that it could be accessed by anyone who is not allowed to see if Laws include: RCW 74.04.060, RCW 42.56.230(1), 45 CFR 205.50, 42 CFR 431.301, 7 CFR 272.3, and the HIPAA Privacy Rule - 45 CFR §160 to 45 CFR §164.

If the HEN applicant is eligible this is what will appear. Simply print this page and add in the client folder as proof of eligibility for this time period.

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